

Superior Court of California
County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

for

COURT MANAGER

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Court Manager. The Court is recruiting for a Court Manager to plan, organize, coordinate, and direct the work of an assigned section of the Court. This position will assist in the development and implementation of organizational goals, objectives, values, and policies. The incumbent will supervise and evaluate subordinate supervisors and staff, and coordinate section activities with other Court sections and divisions.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.)

SALARY: \$2,216.00 - \$2,693.60 biweekly
\$4,820.00 – \$5,859.00 monthly
(plus 3.35% management differential)

LAST DAY TO APPLY: Friday, October 29, 2004 at 5:00 p.m.

ESSENTIAL DUTIES:

Examples of duties performed by the Court Manager include but are not limited to:

- Develops and implements procedures and work standards for the assigned section.
- Assists in budget planning and administration.
- Monitors and evaluates program services.
- Develops specific proposals to meet identified goals and needs.
- Provides guidance and assistance to staff and the public.
- Supervises and evaluates staff.
- Represents the section within the Court and with outside agencies.
- Provides administrative support for Judicial Officers and administrative staff as required.

MINIMUM QUALIFICATIONS:**Either I**

Experience: Five (5) years of progressively responsible legal clerical experience, which includes two (2) years of supervisory experience.

Or II

Experience: Five (5) years of progressively responsible experience in a variety of administrative areas, which include two years of supervisory experience.

Knowledge of:

Administrative principles and methods including goal setting, program development and implementation, and employee supervision; applicable legal guidelines and standards governing the administration of assigned service area; organization, function, and operation of the Superior Court system; legal terminology; basic budgetary principles; relevant codes, policies, procedures, and processes; data processing systems and applications related to the work; record-keeping principles and practices.

Ability to:

Plan, organize, administer, and coordinate a variety of court programs and services within the section assigned; direct and evaluate the work of staff; develop and implement goals, objectives, policies, procedures, and work standards; select, motivate, and evaluate staff and provide for their training and development; analyze complex technical and administrative problems, evaluate alternatives and adopt effective courses of action; prepare clear and concise reports, correspondence, and other written materials; establish and maintain effective working relationships with those encountered in the course of the work; exercise sound, independent judgment within general policy guidelines.

DESIRABLE QUALIFICATION:

- Possession of a Bachelor's Degree in business, social science or public administration or a related field.

OTHER REQUIREMENTS:

The incumbent will be expected to travel to other court facilities within Sacramento County and, on approval, occasionally travel to conferences, workshops, and seminars at various locations within the state or out of state.

SELECTION PROCEDURES:

The selection procedure is subject to change.

1. Applicants must submit a completed **court application** form, **resume** and answers to the **supplemental questionnaire** by **Friday, October 29, 2004 at 5:00 p.m.** Applications can be submitted online at www.saccourt.com or in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks will not be accepted.**
2. Application packets will be evaluated to select the best-qualified candidates.
3. The best-qualified candidates will be invited to a panel interview. The interview may consist of written and/or oral questions.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- Have been working in your current classification and unit for at least six (6) months.

If you are interested and qualify to transfer into this Court Manager position, you must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** to the Human Resources Office by **5:00 p.m. on Friday, October 29, 2004.**

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

TO APPLY FOR TRANSFER: Employees who are eligible must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, October 29, 2004.** Applications can be submitted in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks and late applications sent via inter-office mail or fax will not be accepted.**

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

COURT MANAGER SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your response **must be submitted** with your **court application** by **Friday, October 29, 2004 at 5:00 p.m.** **Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.**

Be sure to answer the questions completely and accurately. Your response will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe how your training and experience qualifies you for the Court Manager position.
2. Describe your experience in budget planning and fiscal monitoring.
3. Describe your supervisory experience including the number of staff and your role and responsibilities.
4. Describe your experience conducting administrative studies of programs and preparing recommendations of changes to existing organizational policy and procedures. Include in your response a brief description of the most complex administrative program issue that you have addressed and the outcome.
5. Describe a project that you have planned and managed. Include in your description the scope of the project, who was involved, what was being represented, and the outcome.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen and one-half (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.